

**Office of the Attorney General**  
Human Resources  
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317-232-7979 (fax)



# JOB POSTING

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**Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.**

## **Intermittent IT Assistant Information Technology section**

Responsibilities: provide administrative support to the Information Technology (IT) Director to include the following:

**Duties:**

- Ensure customer (end-user) satisfaction and increase communication with INOAG employees
- General office duties including photocopying, faxing, data-entry, handling mail, answering phones and filing
- Assist IT Director with day-to-day operations
- Other duties as assigned

**Qualifications:**

- High school diploma or equivalent GED
- Some college education or Information Technology related experience
- Proficient computer skills to include, but not limited to, Microsoft Word, Excel, and Outlook
- Excellent customer service skills
- Excellent communication skills both oral and written
- Excellent planning and organization skills
- Must act professionally
- Ability to manage time and plan tasks to meet deadlines, and the ability to set priorities
- Must be able to work well in a team environment as well as individually
- Strong sense of ethics, including the need for strict confidentiality